

**WEST VIRGINIA
LIBRARY COMMISSION**



**Annual Report
1970**

INTRODUCTION
BY DORA RUTH PARKS
EXECUTIVE SECRETARY

This Annual Report summarizes, as far as possible, activities which have taken place, or will take place during the five-year period covered by the State Plan, 1966-67 through 1970-71 fiscal years.

Tables show appropriations (Local, State and Federal) and use of funds.

Regulations, adopted by the Library Commission when the State Plan was adopted, were amended effective June 1, 1970 in accordance with recommendations from librarians and trustees who are administering library systems. "Systems", the term most generally used throughout the country, are "service areas" in West Virginia which are administered by "Service Center" libraries or "Regional" libraries.

Regulations project more local operating budgets and more professional personnel by 1975. There are interim standards to be met also by 1972. Construction projects will be required to meet specific standards for annual operating costs, before applications for buildings are approved.

State cash grants, in addition to Federal cash grants to public libraries, were truly the most significant event of the 1969-70 fiscal year. This was an accomplishment toward which the Library Commission had worked since 1945.

Establishment during the five-year period of three new system centers at Morgantown, Martinsburg, and Weirton brought the total of library systems to ten. The book collections originally mailed to libraries from the Library Commission were disbursed, and small community libraries are now affiliated with neighboring center libraries and receive services from the centers.

The Trainee program, provided under the State Plan, has brought encouragement to West Virginia public libraries.

"Trainee Grants" from Federal funds have resulted in the following:

1. During the 1968-69 fiscal year Kanawha County Public Library was awarded three apprenticeships for people interested in becoming professional librarians. Two of these people were awarded trainee grants during the 1969-70 fiscal year. One of them earned a Master's degree in Library Science from the University of Maryland and returned to the Kanawha County Public Library to work with special services to the Blind, Physically Handicapped, and the Disadvantaged. The other trainee earned a Master's degree in Library Science at the Catholic University and returned to the West Virginia Library Commission to supervise services to State Institutions, and the Blind and Physically Handicapped.
2. During the 1969-70 fiscal year the Morgantown Public Library was awarded a trainee grant. This trainee earned her Master's degree from the University of Pittsburgh and returned to West Virginia to become the full-time Librarian for Kingwood Public Library.
3. During the 1968-69 fiscal year one of the Library Assistants on the Library Commission's staff was awarded a trainee grant, earned a Master's degree in Library Science from the University of Pittsburgh, and returned to West Virginia to become the Head Librarian for Clarksburg Public Library.

4. Four apprenticeships have been awarded for the 1970-71 fiscal year: three to Kanawha County Public Library, and one to Stonewall Jackson Regional Library. The latter has been assigned to work in Harrison County.
5. One trainee grant has been awarded to the Kanawha County Public Library for the 1970-71 fiscal year. The trainee is in Library School at the University of Kentucky.
6. There are three Library Assistants on the Library Commission's staff who are interested in trainee grants.
7. In addition to trainee grants awarded in 1969-70, "Training Grants" were awarded to the ten service center and regional libraries for staff and trustee attendance at workshops, institutes, and conferences. Reports show 55 people participated. This activity included visits to libraries, institutes, and conferences in Charleston, West Virginia; Arlington, Virginia; Cumberland, Maryland; Dayton, Ohio; Louisville, Kentucky; Detroit, Michigan; Chicago, Illinois; Oakland, Maryland; Romney, West Virginia; Kingwood, West Virginia; Huntington, West Virginia; Belpre, Ohio; Akron, Ohio; Canton, Ohio; Alliance, Ohio; New York City, New York; Minneapolis, Minnesota; Philadelphia, Pennsylvania; Pittsburgh, Pennsylvania; Brooklyn, New York; Martinsburg, West Virginia; Hagerstown, Maryland; and Arizona. Librarians and trustees from two regional libraries met together for a workshop in Bridgeport, West Virginia.

The five-year period has included initiation of service by the Library Commission to State correctional, mental, and chronic disease institutions. Four full-time Library Assistants have been assigned to this service. Colorful equipment has been purchased by the Library Commission and sent to the institutions. The report on materials appears in the body of the Annual Report.

The five-year period has included initiation by the Library Commission of a teletype network which now reaches 11 academic and 12 public libraries. The body of the Report shows more detail. The initiation of a union catalog project in the 1969-70 fiscal year was the culmination of planning over the period. Forty-three academic, public, and special libraries are participating. This project is described in more detail in the body of the Report.

The Library Services and Construction Act, which covers the five-year period, has made it possible for the Library Commission to become a coordinating agency for all types of libraries in the State.

ALLOCATION TO WEST VIRGINIA UNDER THE LIBRARY SERVICES AND CONSTRUCTION ACT
AND STATE APPROPRIATION FOR THE WEST VIRGINIA LIBRARY COMMISSION

(5)

<u>Fiscal Year</u>	<u>State</u>	<u>Federal</u>	<u>Total Income</u> (<u>Not including Construction</u>)
1966-67	\$176,808	\$422,710	\$599,518
1967-68	275,000	506,966	781,966
1968-69	383,370	510,124	893,494
1969-70	389,900	456,418	846,318
1970-71	375,018	510,124	885,142

GRANTS-IN-AID

<u>Fiscal Year</u>	<u>Service Centers & Regions</u>	<u>Book Express Service Area</u>
1966-67	12.1¢ per capita "in kind" \$156,753 Federal \$ 2,062 State	10¢ per capita "in kind" \$45,856 Federal \$ 8,500 State
1967-68	15¢ per capita "cash" *\$170,730 Federal	8.6¢ per capita "in kind" \$39,578 Federal \$ 7,400 State
1968-69	15¢ per capita "cash" \$197,531 Federal	13.8¢ per capita "in kind" \$74,943 State
1969-70**	17.9¢ per capita "cash" \$115,772 Federal \$120,461 State	3.9¢ per capita "in kind" \$21,198 Federal

The per capita grants for the Direct Service Area do not include any value for personal services or current expenses incurred directly by the Library Commission. These amounts represent funds released for the purchase of books and equipment.

In the 1966-67 fiscal year approximately \$28,000 of the grants to service centers and regions were unused. This was due to the inability to get books delivered before the close of the fiscal year. This was the year in which the new Library Services Act took effect and delays at the Federal level meant delays in the approval of the State Plan until April 1967.

* Morgantown had not qualified as a Service Center at this time.

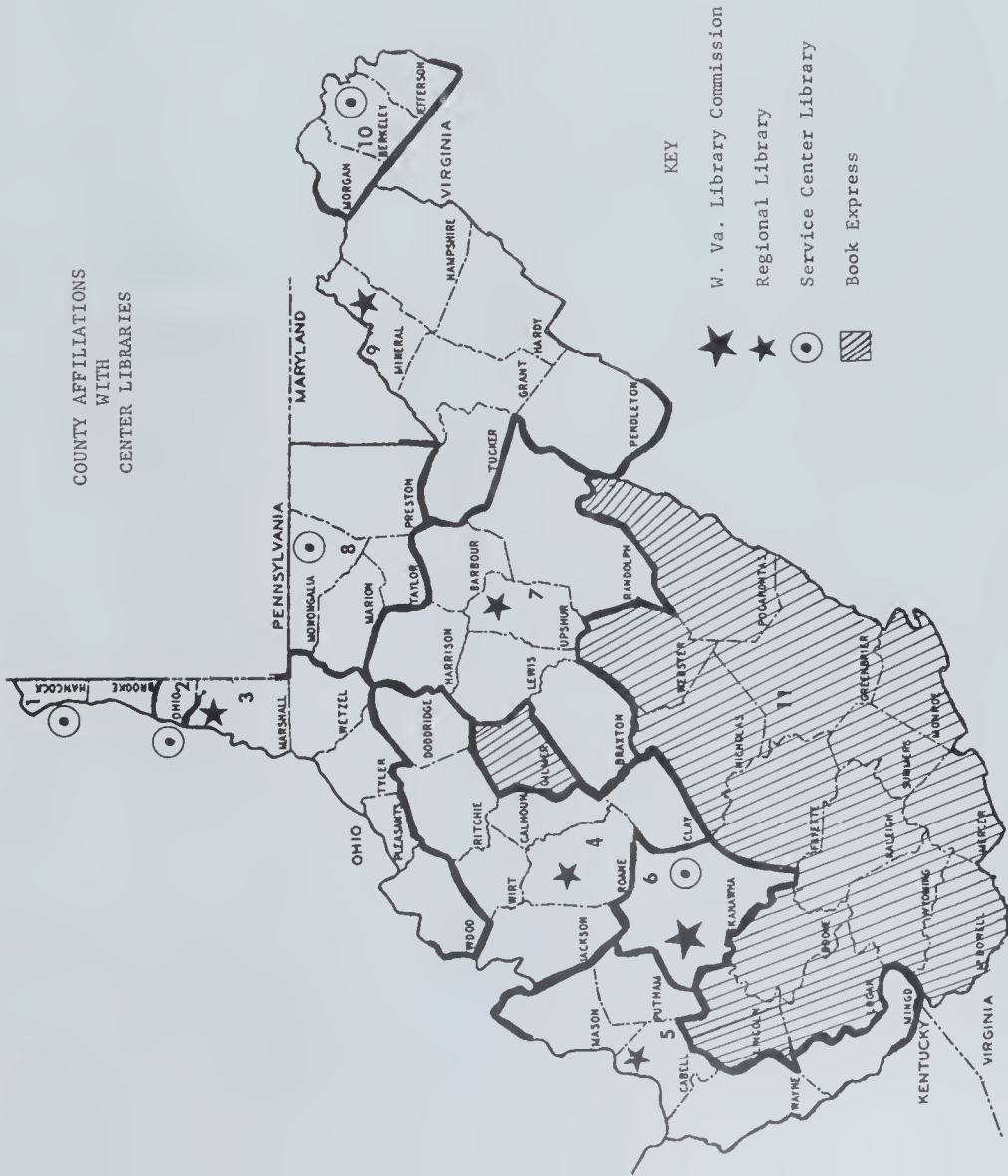
** Also available in this fiscal year was a \$1,000 grant to each service center and regional library for personnel training.

CASH GRANTS AND LOCAL APPROPRIATIONS FOR SERVICE CENTERS
AND REGIONAL LIBRARIES 1969-70 FISCAL YEAR
(Refer to Map)

	<u>Local</u>	<u>State</u>	<u>Federal</u>	<u>Total</u>
1. Mary H Weir Public Library	\$ 70,885	\$ 5,714	\$ 7,179	\$ 83,778
2. Ohio County Public Library	73,796	5,704	7,343	86,843
3. Miracle Valley Regional Library	62,241	12,741	16,118	91,100
4. Alpha Regional Library	19,682	6,367	8,550	34,599
5. Western Counties Regional Library	386,800	19,580	24,238	430,618
6. Kanawha County Public Library	501,598	21,079	35,715	558,392
7. Stonewall Jackson Regional Library	15,889	19,938	12,383	48,210
8. Morgantown Public Library	53,028	18,640	15,806	87,474
9. Potomac Valley Regional Library	22,012	5,627	6,868	34,507
10. Martinsburg Public Library	61,742	5,017	6,365	73,124
Totals	\$1,267,673	\$120,407	\$140,565	\$1,528,645

ESTABLISHMENT GRANTS - 1969-70 FISCAL YEAR

	<u>State</u>	<u>Federal</u>	<u>Total</u>	<u>Local Expenditure</u>
Clarksburg Public Library	\$1,058	\$3,159	\$ 4,217	\$65,481
Carnegie Library of Parkersburg & Wood County	\$2 939	\$8 811	\$11.750	\$71,121



	TOTAL POPULATION SERVED THROUGH
1. MARY H. WEIR - WEIRTON	68,555
2. OHIO COUNTY - WHEELING	68,437
3. MIRACLE VALLEY - MOUNDSVILLE	152,869
4. ALPHA REGION - SPENCER	76,389
5. WESTERN COUNTIES - HUNTINGTON	234,941
6. KANAWHA COUNTY - CHARLESTON	252,925
7. STONEWALL JACKSON - BUCKHANNON	172,834
8. MORGANTOWN PUBLIC - MORGANTOWN	161,577
9. POTOMAC VALLEY - KEYSER	67,514
10. MARTINSBURG PUBLIC - MARTINSBURG	60,832
11. BOOK EXPRESS AREA - KANAWHA CITY	543,548

PUBLIC LIBRARY CONSTRUCTION

	LSCA	ARC	Local	State	Total
<u>1964-65</u>					
Kanawha County Public Library	\$ 187,050	\$249,460	\$1,580,814		\$2,017,324
Hampshire County Public Library	156,777	51,000	94,670		302,447
<u>1965-66</u>					
Martinsburg Public Library	266,358	91,113	213,539		571,010
Equipment (1968)	34,113	8,738	11,038		53,889
Barboursville Branch	99,034	29,061	66,164		194,259
Cabell County Public Library					
<u>1966-67</u>					
Calhoun County Public Library	59,190	15,845	20,801		95,836
Kingwood Public Library	145,347	35,574	54,210		235,131
Elkins Public Library	99,180	29,105	61,251		189,536
Equipment (1970)	2,531	1,337	1,600	\$ 2,532	8,000
<u>1967-68</u>					
South Charleston Public Library	220,971	50,000	77,932		348,903
<u>1968-69</u>					
Ohio County Public Library	284,186	140,808	575,006		1,000,000
<u>1969-70</u>					
Brooke County Public Library	69,608	36,784	44,000	69,608	220,000
St. Albans Branch	7,652	28,123	33,640	98,785	168,200
Kanawha County Public Library					
TOTALS	\$1,631,997	\$766,948	\$2,834,665	\$170,925	\$5,404,535

ANNUAL REPORT FROM FIELD SERVICES
BY E. FRANCES JONES, CHIEF CONSULTANT

I. The Library Commission as a Catalyst

During the past year, the field consultant made 33 visits to public libraries in 26 counties. The office serves as a liaison with library extension leaders in ten regional and service center libraries of the State. Without the cooperation of these extension librarians in the network of libraries, the development of public libraries would not move forward. Last year the cooperating librarians reported 373 visits made by them to local libraries.

Public library development has taken the form of improved physical facilities. The Miracle Valley Regional Library, Moundsville, advised a new library board at St. Marys in Pleasants County. The local board secured enlarged attractive quarters in the business district. The Library Commission made Federal funds available to the Miracle Valley Region for purchase of shelving, a circulation desk, a card catalog, new tables and chairs for St. Marys Public Library. A similar project was promoted by the Morgantown Service Center Library working with the new library board at Grafton. With improved facilities, a totally new library image will be projected in these communities.

Three training workshops were held in Moundsville, Bridgeport, and Barboursville for orientation of library staff and trustees. Eighty-three librarians and fifteen library trustees participated in these programs. The field office of the Library Commission provided training materials and made an oral presentation at each meeting. Planting the seeds of ideas and seeing them grow and take root is one of the gratifying phases of the service from the State level.

SERVICES PERFORMED BY SERVICE CENTER AND REGIONAL LIBRARIES FOR AFFILIATED LIBRARIES

	<u>BOOKS</u>	<u>EQUIP- MENT</u>	<u>VISITS</u>		<u>BOOKS</u>	<u>EQUIP- MENT</u>	<u>VISITS</u>
Grantsville	145		9	Elkins	809		7
West Union	133		5	Sutton	446		4
Ripley	93		5	Gassaway	532		4
Harrisville	136		5	Delbarton			8
Spencer	111		6	Hurricane			50*
Clay	138		6	New Haven	500		5
Ravenswood	104		3	Ceredo-Kenova	300		2
Elizabeth	300		2	Point Pleasant	200		5
Cameron	45		9	North Berkeley			2
St. Marys	120	\$3,146	15	Hedgesville			1
Sistersville	10		11	Morgan County	\$267		2
Middlebourne	11	\$ 508	10	Shepherdstown	\$362		
Paden City	21	\$ 931	12	Charles Town			1
New Martinsville	55	726	11	Grafton	430	\$3,000	32
Belington	128		3	Fairmont	15		24
Buckhannon	167		5	Mannington	17		14
Clarksburg	177		5	Kingwood	970		34
Shinnston	100		2	Wellsburg	500		12
Weston	60		6	Franklin**			6
Philippi	187		4	Parsons **			2
Moorefield**			8	Piedmont**			4
Romney**			8	Petersburg**			4

Service Centers not reporting: Wheeling and Charleston

*Headquarters for bookmobile service. This accounts for the large number of visits to Hurricane.

**Several critical illnesses on the staff resulted in incomplete reporting.

II Direct Service from Book Express Office

Special effort was made in encouraging smaller libraries to take advantage of the inter-library loan network. The quantity of special requests doubled. Improved service resulted from distribution of lists of the Book Express holdings. The method resulted in the local libraries receiving specific items requested instead of a hit and miss selection. A second project concentrated on upgrading the reference holdings in ten libraries. Bibliographic tools, such as "Books in Print" and H. W. Wilson Indexes were supplied in smaller libraries located at Green Bank, Marlinton, Union, Princeton, Welch, Logan, White Sulphur Springs, Richwood, Summersville, Mullens, and Oceana. The chart on the next page shows service to these libraries.

Forty clubs in the Home Demonstration Reading Club Program borrowed 1,169 volumes through the Book Express Office during the past year. The Commission Consultant worked closely with the Committee of Reviewers, and attended their Conference at Jackson's Mill in April. Libraries at Princeton and Marlinton hold deposits of these books serving their own counties, thus reducing the workload in the Book Express Office.

The number of books loaned from the Trailer Libraries maintained a normal pace considering the outmigration of population from the nine counties served. The original unit, the Flying Book Express, loaned 83,607 volumes, and the Read-O-Rama 63,105. The second unit registered a 4 1/2 percent loss over the previous year. New borrowers totaled 2,812 for the two units. The volunteer program of assistance is still a great advantage to the program. Many of the same workers have participated during the entire six year history of the Book Express.

SERVICE FOR AFFILIATED LIBRARIES

BOOK EXPRESS
1969-70

<u>COUNTY</u>	<u>LIBRARY</u>	<u>SPECIAL REQUEST LOANS</u>	<u>REFERENCE DEPOSITS</u>	<u>BULK LOANS</u>	<u>TOTAL THIS YEAR</u>
Fayette	Fayetteville	497			497
	Oak Hill	244			244
Greenbrier	Lewisburg	188	55	812	1,055
	White Sulphur Springs		59	247	306
Logan	Logan	16	57	80	153
McDowell	Welch	66	54	575	695
Mercer	*Bluefield	43		166	209
	Princeton	67	60	1,329	1,456
Monroe	Union	74	61	1,072	1,207
Nicholas	Richwood	26	54	485	565
	Summersville	260	75	719	1,054
Pocahontas	**Green Bank	91	92	161	344
	Marlinton	317		733	1,050
Raleigh	Beckley	128		49	177
Wyoming	Mullens	61	38	2,226	2,325
	Oceana	95	38	151	284
TOTAL SERVICE TO AFFILIATED LIBRARIES		2,173	643	8,805	11,621
INSTITUTIONAL LIBRARIES		1,365		1,132	2,497
GRAND TOTAL		3,538	643	9,937	14,118

Note: Raleigh County and Fayette County have been assisted with equipment grants, and with establishment grants of books when new bookmobiles and branches started in service in their counties.

* Libraries participating in the Reference Project had to agree to serve residents without a fee.

**Green Bank is the headquarters for Pocahontas Free Library.

CONSULTANT VISITS TO LIBRARIES AFFILIATED WITH THE BOOK EXPRESS

Green Bank	1
Marlinton	1
Richwood	1
Summersville	1
White Sulphur Springs	1
Lewisburg	1
Monroe County	1
Bluefield	2
Princeton	1
Welch	1
Beckley	2
Fayetteville	1
Wyoming County Headquarters	1
Oceana	1
Mullens	2
Logan	<u>2</u>
TOTAL	20

III Specialized Library Services

Title IV A - Library Service in Hospitals for the Mentally Ill

Two events provided a measure of relief in the program of service offered in mental hospitals. The loan to Huntington State Hospital of a bookmobile which had been refurbished with a new coat of paint and red carpeting lured new readers. Donald Hansen, Library Assistant, drives the unit to three different locations on the hospital campus. He reports that it attracts much more attention than does the library in the recreation building. Huntington TV Channels offered coverage for the grand opening of the truck. A ribbon cutting ceremony by the Hospital Superintendent and a clown were special features. Two institutions offered larger areas for the libraries - Colin Anderson and Weston State Hospital. Movement of equipment was completed in June.

Hospital libraries loaned 11,952 volumes this year. Sixty percent of the patients with reading ability (approximately 3,000) are registered borrowers. The main interest lies in reading periodicals and newspapers. There was attendance of 13,584 in the reading rooms of the hospitals.

Staff members are also served through these libraries. Medical reference material was purchased for the use of staff members and some materials for vocational rehabilitation. There is still a library staff shortage in the hospital libraries since the Library Commission has only three budgeted positions for this service. Huntington and Barboursville share a Library Assistant. The Assistant from Spencer visits regularly at Guthrie and Lakin. At Weston, a fairly large medical library has been combined with the patient's library. Library Commission staff members are not headquartered where there are less than 500 residents.

Service in Correctional Institutions

The opening of a separate library for the residents of the State Penitentiary at Moundsville was the result of excellent cooperation with the Library Commission from the Corrections Division of the Department of Institutions. The old library on a second floor was in a cluttered area shared by many departments. The new space is located on the ground level, formerly an exercise room, and is in a central location. After the inmates repainted the new room, installed and rebuilt the old shelving, and screened off the shower facilities, the Library Commission created a reading room with some home-like touches: wall to wall carpeting softened the concrete floor, two air-conditioners were installed; several lounge chairs and study carrels made it possible for 30 people to be comfortably seated. The Warden and the Education Department sponsored a grand opening and a large sign proclaiming "Library" was hung over welcoming doors which boasted large glass panes without bars.

The most fortunate aspect of service at Moundsville has been the recent West Virginia University graduate who was hired as the Library Assistant to organize the service in the new room. He has provided the leadership to coordinate the program.

All correctional institutions have received an increased number of periodicals, newspapers, and paperbacked material. An embryo law collection is being developed at Moundsville and is presently under supervision of an inmate who works in the Vocational Rehabilitation Office. Audio-visual materials, recordings, and 8 mm film loops provided in limited amounts have been extremely popular in the prisons.

As Huttonsville becomes fully operative as a Correctional Center with diagnostic emphasis, the library there will have to be expanded and staffed with suitable personnel

A refurbished bookmobile has been parked at the Boys Forestry Camp at Davis. The basic education teacher, a nun from Thomas, who is employed by the Department of Institutions, opens the truck four evenings a week. A similar unit will be installed at Camp Leckie in McDowell County as equipment becomes available. Summer service from these bookmobiles to all correctional institutions serving youth may be the most successful way to merchandise reading for the youthful offender, who has yet to be sold on the fun and the value of this activity.

Service in hospitals for the chronically ill at Hopemont, Beard, and Sweet Springs has been limited to subscriptions for periodicals, deposits of large print books and the viewmaster slides. Extension librarians from public libraries visit in these hospitals with the exception of Beard where staff from Charleston visited twice last year.

	BOOKS SHIPPED CURRENT YEAR	TOTAL BOOKS	MATERIALS SUPPLIED TO DATE	
			Audio- Visual*	Subscrip- tions*
<u>MENTAL INSTITUTIONS</u>				
Barboursville State Hospital	285	762	75	28
Colin Anderson Center	211	1,101	50	22
Huntington State Hospital	1,440	1,786	140	54
Lakin State Hospital	215	2,282	291	35
Spencer State Hospital	569	3,494	356	53
Weston State Hospital	1,094	1,634	245	72
Sub-Total	3,814	11,059	1,157	264
<u>SANITARIUMS</u>				
Andrew S. Rowan Memorial Home	95	274	50	24
Denmar State Hospital	20	205	50	29
Hopemont State Hospital	35	35	50	33
Pinecrest Sanitarium	-27	45		47
Sub-Total	123	559	150	133
<u>CORRECTIONAL CENTERS</u>				
Leckie Forestry Camp	127	127		3
Medium Security Prison	358	929	91	28
W. Va. Children's Home	153	153		
W. Va. Forestry Camp - Davis	763	1,067	109	25
W. Va. Industrial Home for Girls	186	784		6
W. Va. Industrial School for Boys	250	1,011	50	30
W. Va. State Penitentiary	517	2,511	134	56
W. Va. State Prison for Women	314	518	72	15
Sub-Total	2,668	7,100	456	163
Vocational Rehabilitation Center		536	50	16
GRAND TOTAL	6,605	19,254	1,813	576

- * Audio-Visual material includes recordings, filmstrips, viewmaster slides, 8mm film-loops and cassettes.
* Subscriptions include periodicals and newspapers.

Title IV B - Serving the Handicapped Reader

Two additional deposits of special equipment for the Handicapped Reader were established with demonstrations at Parkersburg and Clarksburg public libraries. Five deposits of Talking Books were in action in Service Centers and Regional Libraries: Charleston, Huntington, Morgantown, Wheeling, and Keyser. A pilot program in use of Cassettes was established in a small reading center for the blind at Institute. It is located in the Recreation Department and is for use after training hours.

The Pittsburgh Regional Library for the Blind and the Philadelphia Free Library supplied service by mail for West Virginians. Detailed statistics are listed on accompanying sheets. A total of 48,000 Talking Books were mailed from Pittsburgh. Braille books supplied from Philadelphia totaled 1,906, and 2,398 Tapes were supplied.

WEST VIRGINIA LIBRARY COMMISSION
CIRCULATION REPORT FOR THE
BLIND AND PHYSICALLY HANDICAPPED
JULY 1, 1969 - JUNE 30, 1970

	BLIND		PHYSICALLY HANDICAPPED*		DEPOSIT COLLECTION	TAPES	CASSETTES	TOTAL
	Adult	Juvenile	Adult	Juvenile				
July - 1969	2,891	151	170	36	68	286		3,602
August - 1969	2,910	114	165	33	17	224		3,463
September - 1969	3,184	135	142	49	47	303	52	3,912
Sub-Total	8,985	400	477	118	132	813	52	10,977
October - 1969	3,364	199	163	36	47	302	4	4,115
November - 1969	3,068	244	209	57	74	207	3	3,862
December - 1969	2,634	121	128	5	66	249	14	3,217
Sub-Total	9,066	564	500	98	187	758	21	11,194
January - 1970	3,618	168			344	251	6	4,387
February - 1970	3,388	184			168	278	8	4,026
March - 1970	3,627	180			154	208	26	4,195
Sub-Total	10,633	532			666	737	40	12,608
April - 1970	3,913	235			430	197	27	4,802
May - 1970	3,378	217			196	281	15	4,087
June - 1970	4,252	162			169	261	19	4,863
Sub-Total	11,543	614			795	739	61	13,752
GRAND TOTAL	40,227	2,110	977	216	1,780	3,047	174	48,531

Report derived from statistics received from Carnegie Library of Pittsburgh

*January 1970 - June 1970 = No breakdown on Handicapped was given

WEST VIRGINIA BLIND USING PHILADELPHIA REGIONAL LIBRARY FOR THE BLIND
JULY 1, 1969 - JUNE 30, 1970

Braille Individual Readers Registered

Braille Readers

Adult	48
Juvenile	<u>10</u>
Sub-Total	58

Tapes

Physically Handicapped	8
Blind-Adult	61
Blind-Juvenile	3

Deposit Readers (From West Virginia public libraries)

Adult	4
Juvenile	<u>3</u>
Sub-Total	7
TOTAL	<u>65</u>

Deposits	<u>4</u>
TOTAL	<u>76</u>

Circulation

Braille

Adult	1,403
Juvenile	<u>503</u>
Sub-Total	1,906

Tapes

Adult	2,398
Juvenile	<u>0</u> (Titles sent to Juveniles were Classified as Adult)
Sub-Total	2,398

Deposits

Adult	3,801
Juvenile	<u>503</u>
Sub-Total	4,304
TOTAL	<u>8,608</u>

ANNUAL REPORT-REFERENCE DEPARTMENT
BY SARAH ESTES, REFERENCE LIBRARIAN

Use of the facility increased as a research and bibliographic center. More space and equipment for readers were provided. Standing height reference ranges were acquired to house multivolume bibliographic materials. A microfiche reader-printer was put into use, with the acquisition of the first microfiche collections consisting of backruns of the "Monthly Checklist of State Publications" and the pre-1942 Library of Congress author catalogs.

Through utilization of the varying subject training, and experience of the staff, it was possible to strengthen and weed the collection in all areas. This effort continues with emphasis on acquiring those materials not available in the state or available on a limited basis.

An inventory of the card catalog was begun. Control of the serials collection was improved.

The first microfilm of the catalogs of libraries participating in the State union catalog program was received. There was increased cooperation with libraries not on the teletype network. Local partial U. S. Government depositories agreed to send the Reference Department records of their selections to facilitate location of items and to guide others in their acquisitions. Two additional public libraries were tied in with the teletype network. Streamlining of teletype routines continued.

During the year the Reference Librarian attended an U. S. Office of Education Institute on Interlibrary Cooperation, an American Society of Information Sciences (ASIS) conference on the present status of microforms, and a Committee on Scientific and Technical Information (COSATI) conference on facilitating the availability of resources in Federal libraries to research libraries. The Reference Librarian participated

in a conference held by the Library Commission with representatives of the departments of State government to discuss means of improving service to them. Purchase of specific titles requested by various departments, including Crime, Delinquency and Corrections, Human Rights Commission, Commission on Aging, Comprehensive Health Planning, Department of Welfare, State Technical Services, have been readily processed where suitable for the collection. Requests for materials of limited interest to State government have been borrowed on interlibrary loan in hardcopy or photocopy. Arrangements have been made to provide long-term loans of materials to Departments of State Government. Assistance has been given the Departments of State Government in preparing background information for workshops and in having materials available to the participants. Of particular note was one held for the spectrum of workers in the field of juvenile offenders. Another workshop of interest, with which the Reference Department helped, was planned by the staff development group in the Department of Welfare for its employees.

Repeated interest in the availability of educational films to the State departments working with the public culminated in emphasis being placed on having film catalogs -- particularly of local collections -- readily available. Because of its importance to all groups working with the social structure, concerted effort was made to keep informed of the availability of the new census data and to identify groups having the most accurate current statistical data.

TELETYPE LOCATIONS

- ★ LIBRARY COMMISSION
- ▲ ACADEMIC LIBRARIES
- PUBLIC LIBRARIES

The Library Commission received 8,733 requests from libraries.

TWX was used for 160 out-of-state referrals.

EXAMPLES OF USE BY STATE AGENCIES OF THE
LIBRARY COMMISSION'S REFERENCE CENTER
(1718 WASHINGTON STREET, E)

GOVERNOR'S OFFICE

Background materials were supplied by the Reference Service of the Library Commission for speech writers. Quotations were located or identified. Items in current periodicals were called to the attention of the staff known to be working on specific subjects.

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FEDERAL-STATE RELATIONS

Federal Assistance Information Retrieval	Comprehensive Health Planning
Crime, Delinquency and Corrections	Regional Development - Appalachian Regional Commission
Community Affairs	State Policy Planning
State Technical Services	Economic Opportunity Agency

These agencies used the reference services of the Library Commission for research, and through the teletype network interlibrary loans were secured for them from libraries all over the State and nation.

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VOCATIONAL REHABILITATION

The Library Commission's Reference Center recently acquired a dictionary of visual terms for their use.

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LEGISLATIVE SERVICES AND LEGISLATIVE AUDITOR'S STAFF

The Library Commission supplied reference services on all aspects of subjects under study by interim committees of the Legislature.

Applicable references from such items as From the State Capitols were photocopied regularly for their use.

The Library Commission provided identification of organizations or individuals, from whom these offices had correspondence. For example, consultants

for special projects were identified. Many other departments also requested this type of information.

Demographic data was requested frequently. Other departments also requested this data.

Loose-leaf items in the Reference Collection, such as Commerce Clearing House publications were used extensively. A recent request was for information on Bank Tax Laws.

Bureau of National Affairs publications were used extensively.

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AGRICULTURE

A kindergarten teacher who needed assistance in identification of a caterpillar, brought in by her students, turned to the State Department of Agriculture for help, and received information through the Library Commission's Reference Service.

Many other departments received inquiries from all over the State and turned to the Library Commission's Reference Service for answers to questions coming to their departments.

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TAX DEPARTMENT

The Attorney General's staff in the Tax Department and the Data Processing staff used loose-leaf services at the Library Commission's Reference Center. An example: Prentice-Hall publications covering state and local taxes for the 50 states.

Materials in the Library Commission's Reference Center dealing with data processing were used by the Department.

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SECRETARY OF STATE

This staff did research at the Library Commission's Reference Library This Department and several others such as Tax and Legislative Auditor, were allowed to borrow reference materials for group use in their offices when working on special projects.

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DEPARTMENT OF HEALTH

Indexing and abstracting materials in the Library Commission's Reference Center were used recently for questions concerning livestock waste. On recommendation of the Medical Consultant for Comprehensive Health Planning, Index Medicus was acquired at the Library Commission's Reference Center. The comprehensiveness and interdisciplinary nature of this item made it valuable to many departments in areas of planning and public welfare.

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NATURAL RESOURCES

Environment Reporter available at the Library Commission's Reference Center updates developments, decisions, and State and Federal Laws in this subject area. It was used by Natural Resources, Legislative Services and Air Pollution Commission.

Natural Resources also requested county profiles and other census and demographic data.

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FIRE MARSHAL'S OFFICE

Submitted to the Library Commission's Reference Center a list of recent reference materials needed by that office.

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EMPLOYMENT SECURITY

Requested the Federal Manual of Industrial Classification.

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CIVIL SERVICE

Materials on job classifications were useful to Civil Service as well as other materials on personnel administration.

"Arco" materials and other manuals for Civil Service examinations were used constantly by State employees who were taking Civil Service tests.

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FINANCE AND ADMINISTRATION

Budget Division
Information Systems

Purchasing
General Services

Used materials in the Library Commission's Reference Center on subjects dealing with budgeting, accounting, purchasing, computer mathematics, and more advanced books on computers.

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WELFARE DEPARTMENT

This department used materials on public administration, such as program evaluation. Federal-State Relations also used this material.

The Library Commission's Reference Service borrowed extensively on inter-library loan for the Department in the field of family planning. The Library Commission's Reference Service located formulae for determining ability to pay for the Family Service Division of the Department.

A working arrangement with the Welfare Department was established whereby the Library Commission will add, in so far as possible, to its Reference Collection those materials which the Department cannot purchase.

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DEPARTMENT OF HIGHWAYS

Roadside Development
Management Services
Finance
Advanced Planning
Materials Control, Soil and Testing

Urban Planning
Legal
Right of Way
Traffic Engineering

Did much research in geophysical areas. The Library Commission's Reference Center verified bibliographies for staff members of the Department, often located materials for them through the teletype network, and sometimes photocopied materials for them from the Commission's Reference Collection.

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OTHER AGENCIES OF STATE GOVERNMENT WHO USED THE LIBRARY COMMISSION'S REFERENCE CENTER INCLUDE:

Alcohol Beverage Control	Mental Health
State Auditor's Office	Workmen's Compensation
Public Service Commission	Supreme Court
Civil Defense	Department of Mines
Department of Public Institutions	Division of Correction
Board of Probation and Parole	Labor Department
Board of Regents	Education
Educational Broadcasting Authority	Teacher Certification
Commission on Mental Retardation	Bureau of Vocational, Technical &
Adjutant General's Office	Adult Education
West Virginia Housing Development Fund	
State Police	

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MATERIALS USED BY MANY DEPARTMENTS INCLUDED SUCH ITEMS AS:

Stenographic training
 Accounting and Bookkeeping
 Computers
 City Directories (Most of the out-of-state metropolitan areas are included in this collection of directories.)
 Telephone Directories
Ulrich's International Periodicals Directory
Ayer Directory of Newspapers, Magazines and Trade Publications
Thomas Register
Dun and Bradstreet Middle Market Directory
Dun and Bradstreet Million Dollar Directory
Poor's Register of Corporations, Directors and Executives
MacRae's Corporate Index
MacRae's Products
Funk and Scott Index of Corporations and Industries
McGraw-Hill Encyclopedia of Science and Technology
The College Blue Book
Universal Reference System, Political Science Government, & Public Policy Series
Applied Science and Technology Index
Social Sciences and Humanities Index
Biobibliographic Index
Research Centers Directory
ERIC Index
Guide to U S Government Serials and Periodicals
Public Affairs Information Service
Facts on File
Monthly Checklist of State Publications

Biological and Agricultural Index

Dissertation Abstracts

New Serial Titles

National Union Catalog

Bureau of National Affairs, Commerce Clearing House, Prentice-Hall, and Moody's looseleaf services, including: Environment Reporter (BNA); Congressional Index, Urban Affairs, Employment Practices (CCH); Federal Tax Guide, State and Local Taxes, Personnel Management (P-H); Banks and Finance, Bond Survey, Stock Survey, Municipal and Government, Public Utility, Transportation, Industrial (Moody's).

MICROFILM FILES:

New York Times (files 1859 - date)

Wall Street Journal (files 1958 - date)

Monthly Catalog of U. S. Government Publications (files 1895 - date)

Journals in Current Affairs, and Political and Social Sciences fields
(1960 - date)

ANNUAL REPORT-TECHNICAL SERVICES DEPARTMENT
BY JUDITH PROSSER, TECHNICAL SERVICES LIBRARIAN

State-wide Union Catalog

The state-wide union catalog was carried through the final planning stages and rotary microfilming of the card catalogs of forty-three public, academic, and technical libraries began. At the end of the fiscal year six libraries had been completed and filming had begun at the largest academic library. Bids had been received and contracts let for planetary filming of three libraries each representing the largest of its type.

The contract includes editing and viewing equipment for the rotary film, print-out by Xerox Copyflo of the planetary film and automatic card handlers for editing of the base file. When the rotary film has been edited against the base file, duplicate entries eliminated, and holdings posted to one master entry, the total file will be filmed for distribution to libraries in the State.

Interdepartmental Cooperation

During the fiscal year 1969-1970 the Technical Services Department broadened its services to departmental libraries in State government to include two additional departments while continuing with its program of cataloging aid to the Department of Vocational Rehabilitation. The head of the Technical Services Department visited four departmental libraries following a meeting called by the Library Commission of the information officers of all State government divisions having such officers. As a result of these visits the Technical Services Department prepared a procedures manual on the organization and control of serials held by the State Department of Mental Health and distributed this same manual to the Department of Health and to the Governor's Commission on Crime and Delinquency.

Lists were prepared by the individual departments of the monographs they had on hand and submitted to the Technical Services Department. Each entry was searched for cataloging data and complete sets of catalog cards were prepared. Over 15,000 cards were prepared for the Department of Health, Mental Health, and Vocational Rehabilitation. An extra copy of each main entry was retained by the Technical Services Department for inclusion in the state-wide union catalog.

Reference Department

An inventory of the Library Commission's headquarters and reference collection was completed and an alphabetical computer print-out from the punched card shelf-list prepared. When this print-out has been checked against the public catalog for the headquarters collection and all tracings verified, this catalog will be filmed for inclusion in the state-wide union catalog.

Teletype Network

Early in the year a teletype terminal was installed in the Technical Services Department to provide a direct link with the interlibrary teletype network headquarters housed in the State Library Commission's Reference Department in a building separate from the Technical Services Department. This teletype is used for verification of interlibrary loan requests received by both the Reference Department and by the Book Express Office for updating of serials and continuations files, and for recall of materials to be reclassified.

A survey was conducted in an effort to establish procedures for the ordering of publications via teletype, but lack of equipment interface aborted the project, although most publishers were willing to experiment with the procedure.

Title IV Office

A catalog of the collections placed and staffed by the Title IV office of the State Library Commission in institutions serving the prisons, State hospitals, and homes since 1967 was started with the aid of five college students during the summer, who searched for cataloging data for approximately 8,000 separate titles in the Library of Congress Author Catalogs on the basis of old order slips and a punched card shelf list. A master set of catalog cards has been prepared, which is still in process of being verified and edited against the collections in the field. A coordinate index was designed to accommodate the numeric codes for thirty-two possible locations and will be included with each entry. The catalog will be completed and ready shortly for distribution to each institution.

In addition to the specialized activities in connection with projects involving interlibrary and interdepartmental library cooperation and service to the handicapped and institutionalized, the Technical Services Department ordered and processed 19,329 books, and 1,740 recordings and tape recordings. Items transferred or withdrawn from the Library Commission's holdings totaled 48,922.

